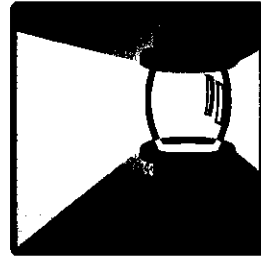
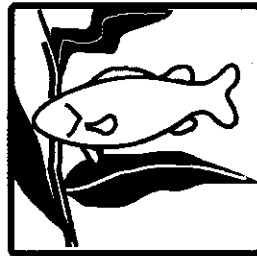
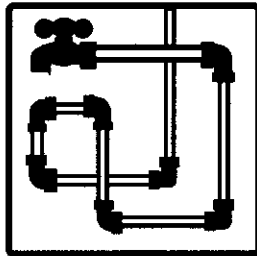
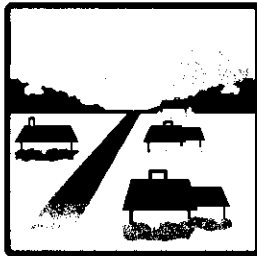


**MUNICIPAL SERVICE
BENEFIT UNIT
GUIDELINES & PROCEDURES**



*Fiscal Services Department
July 2001*

The Seminole County MSBU PROGRAM



The Seminole County Board of County Commissioners

Municipal Service Benefit Unit (MSBU) Program provides

communities with an opportunity to secure quality

construction of essential public health and safety

improvements. The success of the program is directly related

to the cooperative effort of each resident, the community, and

the County.

TABLE OF CONTENTS

I. MSBU HISTORICAL PERSPECTIVE	1
II. GENERAL GUIDELINES	7
Types of MSBU Districts and Eligible Facilities (Chart)	11
III. DETAILED PROCEDURES	13
● CONSTRUCTION DISTRICTS PROCEDURES	15
Road Paving Sidewalks	
Sewer Service Water Service	
Construction Time Line (Chart)	27
Cost Estimation Matrix – Roadways	29
Cost Estimation Matrix - Water and Sewer	31
Statement of Rationale	33
Sample Schedule: MSBU Repayment	35
Frequently Asked Construction MSBU Questions	37
Forms: Special District Contact/Liaison Form 1	
Construction District Applications Form 2-4	
● AQUATIC WEED CONTROL PROCEDURES (Includes retention ponds)	47
Seminole County Lakes (Chart)	57
Forms: Special District/Liaison Form 1	
Aquatic Weed Control Application Form 5	
● STREET LIGHTING DISTRICTS PROCEDURES	67
Forms: Special District Contact/Liaison Form 1	
Street Lighting District Application Form 6	
● SOLID WASTE DISTRICTS	83
IV. DISSOLUTION PROCESS	87
V. EXCEPTIONS TO THE GUIDELINES	91
VI. GLOSSARY	95

I. HISTORICAL PERSPECTIVE

MSBU GUIDELINES & PROCEDURES



This page left intentionally blank.

MSBU HISTORICAL PERSPECTIVE

On December 15, 1988, a ten-member Municipal Service Benefit Unit (MSBU) Committee completed recommendations to the Board of County Commissioners concerning the potential use of special assessment districts (MSBUs) to address maintenance or improvements of various public common areas. In addition to holding six regular meetings, the Committee made a special presentation at the January 1988 meeting of the Seminole League of Homeowners Associations. On February 14, 1989, the Committee's recommendations were presented in a work session to the Board of County Commissioners.

At the direction of the Board of County Commissioners, County staff developed detailed procedures to implement the program and reviewed these with the MSBU Committee in May 1989. Final proposals were presented to the Board of County Commissioners in June 1, 1989 and were adopted as Policies by the Board on June 27, 1989.

After the creation of several MSBUs, County staff suggested revisions of the existing "Guidelines and Procedures" to the Board of County Commissioners. The Board of County Commissioners adopted the revised "Guidelines and Procedures" as Policy on March 24, 1992. The revisions included limiting creation of MSBUs for essential improvements only.

On September 28, 1993, County staff recommended ways to enhance and define the MSBU process as it related to unanticipated increased project and preliminary engineering costs. The Board of County Commissioners approved the changes, to the "Guidelines and Procedures" as Policy on September 28, 1993. These changes included an additional petition process if project costs increase and the requirement to pay preliminary engineering fees in advance.

On June 10, 1997, during a Board of County Commissioners Work Session, County staff recommended revisions to the "Guidelines and Procedures" to eliminate redundancies, change the petition process procedures for MSBUs using the 65 percent property owner rule, and provide a clear and concise document with appropriate application forms.

The following discussion of key findings and policy highlights is offered to provide an overview of the deliberations and resulting "Guidelines and Procedures".

Summary of Findings

- Improvements to neighborhood common areas and facilities would serve public purposes and other purposes such as safety.

If public purposes are served, provisions should be identified in order for the facilities to become eligible for improvement consideration.

- The Municipal Service Benefit Unit program is a feasible mechanism to address these needs. Consistent with Chapter 125, Florida Statutes:

- ◆ The Board of County Commissioners must act as the governing body of the district. The Board has to adopt the MSBU budget, establish the level of services to be provided, and levy the special assessments to pay for the services.
- ◆ Funds raised are public funds and must be collected, accounted for and spent in accordance with applicable laws regarding public funds.
- ◆ Only public property can be improved upon by an MSBU; access must be open to all members of the public equally. Additionally, adequate easements or property dedications must be provided if needed.
- ◆ Because property within a particular geographic (and legally describable) boundary would specifically benefit, MSBUs are non-ad valorem assessment districts rather than ad valorem tax or service charge districts.
- ◆ Seminole County may establish MSBUs in the unincorporated area. Special assessment districts within municipalities require action by the City governing body.

Policy Highlights

- 100% of the parcels must be located in unincorporated Seminole County for an MSBU managed by the County to be created.
- A liaison must be designated by each district to ensure maximum neighborhood input and continuing coordination between the community and County. For the same reasons, a central County staff contact is designated.
- An application and appropriate preliminary engineering survey report are required to obtain valid preliminary cost estimates.
- ◆ Property owners are responsible for providing to the cost of the preliminary engineering upfront. Property owners are responsible for the cost of all engineering services performed and will be charged for the cost of the plans whether or not the improvements are constructed.
- A petition process is used to establish MSBUs to ensure community awareness and involvement in the decision-making process. The petition process also increases recognition of the public nature of the improvements and the property owner's responsibility for payment of the assessments.
- ◆ The District liaison is authorized to coordinate petition completion and submission for proposed districts. All other requests requiring petition approval (including district dissolutions) are coordinated through the MSBU Office.

- ◆ In order to provide more complete information, cost estimates will be made available at the time of the petition signatures.
- ◆ The minimum percentage required for petition approval of Construction and Maintenance MSBUs is at least 65% of the property owners representing 65% of the properties within the district boundaries. Property owners not responding to the petition either "For" or "Against" will be counted in the final tally as an "Against" vote.
- ◆ The minimum percentage required for petition approval for Street Lighting Districts is at least 55% of the property owners representing 55% of the properties within the district boundaries. Property owners not responding to the petition either "For" or "Against" will be counted in the final tally as an "Against" vote.
- ◆ The Board of County Commissioners may waive the 55% or 65% property owner requirement, which remains consistent with Chapter 125.01 (q) 1 of the Florida Statutes.
- An additional petition process and public hearing, beyond the minimum required to establish the district, is conducted for Construction MSBUs if the total project cost is 20% or more over the preliminary cost estimates, after the final engineering plans are completed or at the time of receiving the construction bids.
- Construction work is performed by independent contractors selected by the County.
- A financing option is provided to expedite implementation of the improvement programs.
- Separate accounts are maintained for each district.
- The district liaisons of Street Lighting and Maintenance MSBUs are authorized to request minor changes that may be needed over time.
- ◆ Minor changes for Street Lighting Districts are defined as those which do not increase assessments to the next assessment level.

If the cost of the requested change increases assessments in excess of the above limitations, the affected property owners must approve implementation by petition with 55% approval for Street Lighting.
- ◆ Minor changes for Maintenance MSBUs represent an estimated increase in annual assessments of no more than 20% over the previous year's assessment.

In cases of Maintenance MSBUs with fluctuating costs (annual decreases or increases), minor changes represent an estimated increase of no more than 20% over the highest assessment incurred by the district.

If maintenance costs require an increase in assessments exceeding the above limitations, the affected property owners will be notified in writing of such changes.

II. GENERAL GUIDELINES

MSBU GUIDELINES & PROCEDURES



This page left intentionally blank.

MUNICIPAL SERVICE BENEFIT UNIT (MSBUs)

GENERAL GUIDELINES FOR ESTABLISHING NEW DISTRICTS

I. STATUTORY AUTHORITY

Chapter 125.01(q)1 of the Florida Statutes authorizes the Board of County Commissioners to provide for the establishment, merging or abolishment of municipal service taxing (MSTUs) or benefit units (MSBUs) for any part or all of the unincorporated area of the county. It also provides for a County MSTU or MSBU to include all or part of a municipality subject to consent by ordinance of the governing body of the municipality. The law permits such districts to be created for the purpose of providing and maintaining facilities or services which specifically benefit property owners property in a particular area. The facilities or services must provide a public purpose. Typical improvements include road paving and drainage, water service, street lighting, sewer service, aquatic weed control and garbage collection and disposal.

Chapter 197.3632 of the Florida Statutes provides for the levy, collection and enforcement of non-ad valorem assessments through the uniform method. Non-ad valorem assessments are not based on millage but on the cost to provide the improvement(s) and the corresponding benefit to the assessed property. They are collected through the tax bill method and can become a lien against a homestead.

These *Guidelines and Procedures* were adopted as policy by the Seminole County Board of County Commissioners on July 24, 2001. Any deviation from these procedures must be approved by the Board of County Commissioners.

II. TYPES OF MSBU DISTRICTS AND SERVICES

There are four (4) types of MSBU Districts in Seminole County:

1. CONSTRUCTION DISTRICTS

Construction/reconstruction to current County or Alternate/Interim standards

- ◆ Area to be improved is platted/dedicated to the public.
- ◆ Area to be improved is currently private; proof of ability to transfer the area to public ownership (including title, opinion, and insurance, if requested by the County) must be submitted for establishment of an MSBU.

2. AQUATIC WEED CONTROL DISTRICTS

Construction/reconstruction and maintenance

- ◆ Analysis of lake/waterway may be required for each proposed district.

- ◆ Retention pond clean-ups or retention pond recontouring efforts are taken on a case by case basis with input from the Seminole County Stormwater Division.

3. STREET LIGHTING DISTRICTS

Installation and maintenance

- ◆ Lights are installed and maintained by the franchised power company on public property or with rights to an easement for private property.

4. SOLID WASTE DISTRICTS

Hauler districts in unincorporated Seminole County are serviced by franchised haulers.

- ◆ New residential dwellings are identified at issuance of building permit and receive service when the Certificate of Occupancy is issued.

The types of eligible facilities and special provisions concerning each of the MSBU Districts are identified on page 11.

III. MSBU BOUNDARIES

Municipal Service Benefit Units (special assessment districts) may be created for the following types of areas in Seminole County:

- ◆ Platted and unplatted (acreage) residential areas (subdivisions, streets, etc.) where area to be improved is public. **Commercial areas are considered on a case by case basis.**

Areas not included:

- ◆ Apartment complexes and/or condominiums are not eligible for Construction Districts.

IV. NOT INCLUDED IN MSBU ACTIVITIES

Seminole County does not establish MSBUS for landscaping and Maintenance.

TYPES OF MSBU DISTRICTS

DISTRICT/ FACILITIES TYPES	PUBLIC PURPOSE	GENERAL TYPE OF SERVICES	SPECIAL PROVISIONS
CONSTRUCTION DISTRICTS Sidewalks	Safety/Transportation	New construction or the replacement of existing sections with vertical or lateral separations that constitute a hazard.	Sidewalks must fall completely within the platted or deeded public right-of-way or an acceptable adjacent easement. New sidewalk construction must conform to all applicable County requirements. Width will be determined by County staff in coordination with district liaison, pursuant to County Code requirements. Only interior sidewalks may be constructed through an MSBU.
CONSTRUCTION DISTRICTS Roadways and Drainage	Safety/Transportation and Drainage	Upgrading or paving or repaving roads with drainage improvements.	Roadways may be paved or unpaved; right-of-way and the associated drainage system/easements must be platted or otherwise dedicated to the public. The system must connect to an existing County maintained road. The County may choose to participate in improvement costs if they will serve a public purpose which is of benefit beyond the district boundaries.
CONSTRUCTION DISTRICTS Water/Sewer Service	Public Health	Installation of water/sewer systems	The proposed district must have the ability to connect to the existing County water/sewer system or other Utility with which the County has a wholesale agreement.
Aquatic Weed Control Districts	Public Health/ Environmental	Lake/Retention Pond Cleaning	Herbicide treatment of a lake must provide for health. Retention pond cleaning must be specifically for Stormwater purposes.
STREET LIGHTING DISTRICTS	Community Safety	Installation and Operation	The option of requesting a loan in order to provide service immediately may be available. Procedures for establishing construction MSBU's apply.
SOLID WASTE DISTRICTS /GARBAGE	Public Health	Collection and Disposal	The property owner can request a change of (garbage) service or an exemption from mandatory garbage service.

This page left intentionally blank.

III. DETAILED PROCEDURES

MSBU GUIDELINES & PROCEDURES

- Construction Districts (Page 15)
- Aquatic Weed Control (Page 47)
- Street Lighting (Page 67)
- Solid Waste (Page 83)



This page left intentionally blank.

CONSTRUCTION DISTRICTS

MSBU GUIDELINES & PROCEDURES

- Road Paving
- Water & Sewer
- Sidewalks



This page left intentionally blank.

DETAILED PROCEDURES CONSTRUCTION DISTRICTS

PROCEDURES FOR ESTABLISHING MSBUs

BASIC STEPS TO CREATE AN MSBU

STEP	RESPONSIBILITY
I. Initial request for procedures	Property Owners
II. Application and fee submission to the Department of Fiscal Services	Property Owners
III. Application Review • Preliminary Engineering Report	Department of Fiscal Services/ Engineering Division/Consultant
IV. Petition completion and submission	Property Owners
V. Petition acceptance and Scheduling Public Hearings	Board of County Commissioners/ Department of Fiscal Services
VI. First Public Hearing to establish the MSBU (Adoption of the Ordinance)	Department of Fiscal Services/ Board of County Commissioners
VII. Implementation	
• Obtain final Engineering Plans	Department of Fiscal Services/ Engineering Division/Consultant
• Bid the construction (if necessary)	Purchasing Division/ Engineering Division/Roads Division
• Construct the Improvements	Roads Division/Engineering Division/Contractor
VIII. Final Public Hearing to establish final assessments	Department of Fiscal Services/ Board of County Commissioners
ADOPTION OF RESOLUTION OR ORDINANCE	Board of County Commissioners

Each of these steps is explained in further detail on the following pages.

This page left intentionally blank.

STEP I.
Initial Request for MSBU Procedures

When the Department of Fiscal Services receives a request for the procedures to establish an MSBU, a copy of "**MSBU Guidelines and Procedures**" will be sent to the requester, with notification to the District Commissioner. Requests should be made by writing:

Seminole County Government
Department of Fiscal Services
1101 East First Street
Sanford, FL 32771-1468

or by calling

(407) 665-7178

The request must identify:

- the area affected (e.g., community, subdivision or street)
- the type of improvement involved (e.g., paving or water service)
- the type of district contemplated (i.e., construction or street lighting)

Please note that property to be improved must be platted/dedicated to the public.

MSBU PROCEDURES INFORMATION PROGRAM

At the property owners' request, the MSBU Staff will present a program of basic MSBU procedural information.

*** * * * ***

STEP II.
Application for MSBU District

In order to proceed with establishing a district, interested homeowners must submit the following :

- **Completed Scope of Services form for the proposed sidewalk, roadway/drainage or water/sewer improvements (Forms 2, 3 and 4).**
 - ◆ The Department of Fiscal Services encourages community participation in the development of the scope of services.
 - ◆ Thoroughness in describing the desired scope of services is important because it is the key to the development of sound preliminary cost estimates.

- **Copy of recorded plat or other legal depiction (section map, site plan) with:**
 - ◆ Each sidewalk section, roadway or water/sewer project to be constructed, replaced or upgraded drawn in. Beginning and ending points should be clearly marked.
 - ◆ Proposed MSBU District boundaries drawn in.

Copies of plats and section maps are available from Current Planning Division (located on the first floor of the County Services Building.) Please call (407) 665-7441 for additional information.

 - ◆ **MSBU Boundaries** must be continuous and not split parcels or lots. Enclaves are not allowed if the reason is to remove a lot or lots because the property owner is not in favor of the establishment of the district.
 - ◆ An MSBU District does not necessarily include an entire subdivision if the entire subdivision does not materially benefit from the proposed action.
 - ◆ Districts may be established in unplatted residential areas where the proposed action benefits property owners in a definable geographic area.
 - ◆ Districts must contain a minimum of two distinct taxable (or platted) pieces of property.
- Statement of rationale for proposed district boundaries (Example statements of rationale are reflected on page 33).
- Contact individual and proposed liaison names, addresses and phone numbers. (See Form 1)
- \$100.00 nonrefundable application fee made payable to the Board of County Commissioners, Seminole County.

STEP III. Application Review / Preliminary Engineering Report

Upon receipt of the application for an MSBU, a letter may be mailed to each property owner to advise them of the application's submittal and the imminent petition process. The District Commissioner might request a meeting with the property owners to discuss the MSBU process. If requested by the District Liaison with sufficient notice, members of the Department of Fiscal Services are available to attend any community meetings concerning

the establishment of a MSBU district. Notification to property owners of any **County-sponsored** meeting will be coordinated through the Department of Fiscal Services. The Department of Fiscal Services requests the opportunity to review (prior to circulation) any correspondence relating to the establishment of the district.

The Department of Fiscal Services/MSBU Section will review the application to confirm and ensure that the information is complete. The application will be copied to appropriate departments for their review of the scope of work and plat (cadastral) information.

Appropriate departments will assign a project manager for each MSBU project. The MSBU Staff works in cooperation with the assigned project manager for each construction district. The project manager is responsible for the technical aspects of the MSBU (i.e. preparing work orders, tracking and reviewing engineering reports), scheduling meetings as necessary with the MSBU Staff, District Commissioner or other staff to ensure the project remains on track and is completed in a timely manner. Project managers submit final costs to the MSBU Staff for documentation and preparation of the final Resolution.

Preliminary Engineering is required for sidewalk, roadway/drainage and water/sewer construction or replacement.

- **If preliminary engineering is needed, the property owners must provide for the cost of the preliminary engineering report.**
 - ◆ Prior to staff proceeding with negotiation of the preliminary engineering work order, the property owners must provide a minimum of \$1.50 per linear foot or \$3,000, **whichever is greater**. The Department of Fiscal Services requests that a list of the property owners contributing to the fee be included with the payment. The Engineering Division or assigned Project Manager will notify the Department of Fiscal Services of the negotiated cost of the preliminary engineering report.
 - ◆ If the improvements are constructed, the property owners who contributed towards the fee will be given credit against their assessment (share of the final total costs). If the improvements are not constructed, contributions toward the cost of preliminary engineering will not be refunded once the report is completed.

The Department of Fiscal Services will present any requests for County participation in Roadway and Drainage and Water Service projects to the Board of County Commissioners for consideration.

STEP IV. Petition Submission

The Board of County Commissioners has determined that a petition may serve as an indicator of the amount of community interest for a proposed project. The petition process is not a requirement of Florida Law.

The petition, prepared by The Department of Fiscal Services, will reflect engineering fees, estimated construction costs, contingencies, administrative fees, interest expense during the engineering and construction period, tax collector fees, and proposed assessments.

NOTE: Financing is required in order to implement the construction and engineering of the improvements. Interest expense on funds borrowed during the engineering and construction of the project will be included in the final assessment calculation.

A petition will be provided to the District Liaison for project initiation and submission. Property owners located out-of-state or outside district boundaries will be mailed a petition by certified mail, return receipt requested. Any subsequent changes requiring petition approval will be coordinated through the MSBU Office.

The Department of Fiscal Services will identify a date for petition return. Based upon the time frame needed for scheduling the public hearing, 30-60 calendar days is normal.

STEP V. Petition Acceptance

In order for a petition to be considered, it must be signed by at least 65% of the current property owners representing 65% of the properties within the district boundaries. **Property owners not responding to the petition either "For" or "Against" will be counted in the final tally as an "Against" vote.**

- **A property owner** is the individual or group of individuals who own a parcel of land.
- In order for signatures and lots/parcels to count toward the 65% participation requirements, all current owners of a lot/parcel or the designated trustee must sign the petition.
- Once submitted, names may not be withdrawn from the petition.

The Department of Fiscal Services will review the petition for acceptability, consulting other departments when appropriate.

If the petition is accepted, the Department of Fiscal Services will request that the Board of County Commissioners authorize a public hearing for consideration of the ordinance to establish the MSBU District.

Please note that once the petition is accepted and a public hearing is authorized, the petition is no longer relevant to the final determination by the Board of County Commissioners to proceed (or not) with the project. The final determination of the scope and feasibility of a project will be made by the Seminole County Board of County Commissioners.

STEP VI. Public Hearing

When the proposed ordinance and all documents are in order and a public hearing date is scheduled, legal notices will be published in local newspapers. Additionally, notification will be mailed to all property owners listed on the tax roll within the proposed district.

At the public hearing, the Board of County Commissioners may consider comments, objections, and information relevant to the creation of the district. The County Commissioners may enact or deny the ordinance. If the ordinance is enacted, appropriate Board authorization to obtain final engineering and construction bids, and to record the Ordinance and Preliminary Assessment Liens in Land Records of Seminole County will be requested.

STEP VII. Implementation

Final Engineering plans are prepared for sidewalk, roadway/drainage and water/sewer service projects. Property owners are responsible for the cost of final engineering services and will be charged for the cost of the plans whether or not the improvements are constructed.

If the project cost is recalculated using information derived from final engineering or the lowest responsive bid amount and the results represent an increase of 20% or more than the approved amount, an additional petition process will be conducted and an additional public hearing will be held. Notice of this public hearing will be published and notification mailed to all property owners.

Bids for construction will be solicited by the Seminole County Purchasing Division.

The Department of Fiscal Services, in coordination with the Project Manager, will provide the District Liaison a list of pre-qualified contractors and copies of any bids received.

The District Liaison is consulted for award recommendation. The Award must be in conformance with Chapter 220 of the Seminole County Code.

The bid is awarded by the Board of County Commissioners and the District Liaison is notified by the Department of Fiscal Services.

After awarding the bid, a work order is prepared by the Project Manager and issued to the contractor. Construction will begin.

STEP VIII.

Final Public Hearing

After construction is complete, all costs relating to the project will be compiled by the Department of Fiscal Services. The Board of County Commissioners will be requested to schedule a **Final Public Hearing** to adopt the final assessment through a **resolution or amending ordinance**. The Public Hearing will be advertised and notification will be mailed to all property owners listed on the tax roll within the district.

If adopted, the Resolution or Amending Ordinance, including Final Assessment Liens, will be recorded in Seminole County Land Records.

Final Assessments may be prepaid at no additional charge for long-term interest within thirty (30) days of the Final Public Hearing to establish final assessments. Repayment after that date will be calculated to include payment and accrued interest.

Term of the loans *may* be determined as follows:

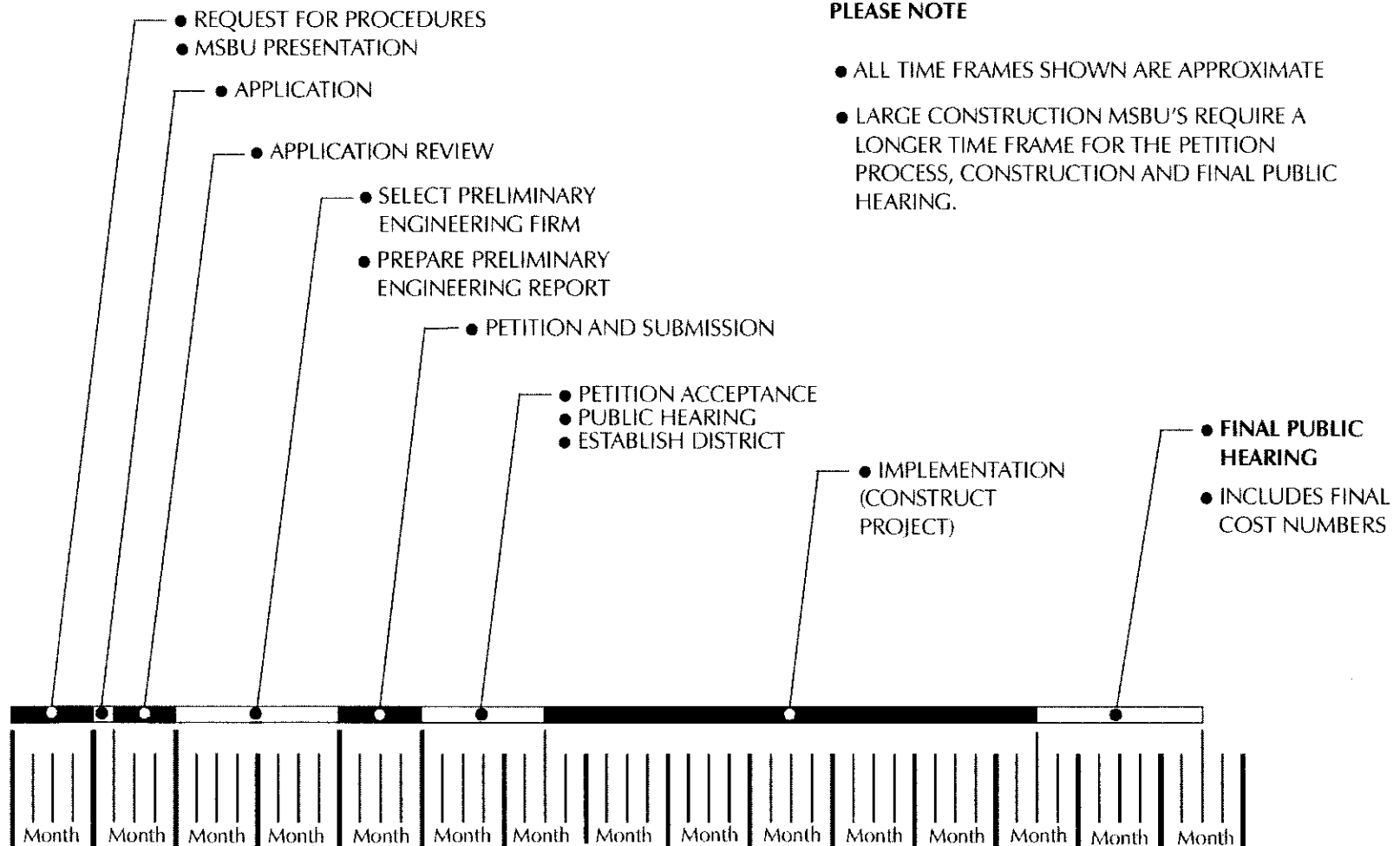
ASSESSMENT	TERM
\$3,000 and up	10 years
\$2,500 to \$2,999	8 years
\$2,000 to \$2,499	6 years
\$1,500 to \$1,999	4 years
\$1,000 to \$1,499	3 years
\$ 500 to \$ 999	2 years
\$ -0- to \$ 499	1 year

Final determination regarding the terms of repayment will be made by the Board of County Commissioners.

Annual Assessments are collected through the Tax Collector of Seminole County, in the same manner as all other County taxes.

A sample schedule of repayments for Construction MSBUs can be found on page 35.

This page left intentionally blank.



MSBU CONSTRUCTION TIMELINE

This page left intentionally blank.

ROADWAY CONSTRUCTION COST ESTIMATION MATRIX

BASED UPON AVERAGE PROJECT IMPROVEMENT COSTS

RURAL TYPICAL SECTION (OPEN DRAINAGE SYSTEM) NO SIDEWALKS OR CURB AND GUTTER

LINEAR FEET	ESTIMATED COST
3,000	\$330,000
5,000	\$550,000
10,000	\$1,100,000
15,000	\$1,650,000

\$110.00 per linear foot

Project improvement cost based on a rural typical section (roadside swales) with a pavement width of twenty feet averages \$110.00 per linear foot for the design, construction, maintenance and miscellaneous expense on projects ranging from 5,600 linear feet to 16,000 linear feet in length. This does not include construction costs for any required retention ponds or stormwater outfall system.

URBAN TYPICAL SECTION (CLOSED DRAINAGE SYSTEM) CURB AND GUTTER, INLETS, PIPES, ETC.

LINEAR FEET	ESTIMATED COST
3,000	\$600,000
5,000	\$1,000,000
10,000	\$2,000,000
15,000	\$3,000,000

\$200.00 per linear foot

Project improvement costs of design, construction, maintenance and miscellaneous expenses per linear foot for urban typical section (curb & gutter) with a pavement section width of twenty feet typically costs from \$140.00 per linear foot to \$260.00 per linear foot of length. This does not include construction costs for any required retention ponds or stormwater outfall drainage system.

RURAL TYPICAL SECTION (OPEN DRAINAGE SYSTEM) NO PAVEMENT

LINEAR FEET	ESTIMATED COST
3,000	\$135,000
5,000	\$225,000
10,000	\$450,000
15,000	\$675,000

\$45.00 per linear foot

Project costs of a twenty foot wide six inch depth of shell, grading of the roadside swales, and sodding any disturbed areas, typically cost from \$30.00 per linear foot to \$60.00 per linear foot of length. Project roadway costs vary depending on existing site conditions and the water management district permit requirements. This does not include construction costs for driveway pipes, required retention ponds, underdrains or stormwater outfall drainage systems.

Generally, the **smaller** the improvement project the **higher** the linear foot cost; the larger the improvement project the **lower** per linear foot cost. **For example:** A roadway project with a length of 1,000 linear feet may cost-out at \$130.00 to \$170.00 per linear foot while a project with the length of 5,000 linear feet may cost-out at \$90.00 to \$130.00 per linear foot, depending on the *Scope of Services* for the project. Project roadway costs are subject to variable site conditions, water management district requirements and current labor and material prices when the project is bid for construction.

Please note:

The estimated Roadway Project costs illustrated on the preceding page are for construction, design, maintenance, and miscellaneous expenses and do not include the costs of (and the exclusion may not be limited to) these items:

- Administrative Fees
- Interest Expenditures
- Drainage easements and temporary construction easements
- Geotechnical services
- Landscaping and/or irrigation (if requested)
- Permit application fees of applicable jurisdictional agencies
- Off-site construction due to off-site drainage conditions affecting the project
- Retaining Walls (if necessary)
- Retention ponds (if necessary)
- Right-of-Way costs for roadway improvements and/or retention pond areas (appraisals, survey fees, title searches, acquisition fees, etc.)
- Roadway or construction engineering inspection
- Site conditions requiring specialty design and construction applications including the removal of environmental hazards and advanced soil stabilization techniques
- Stormwater outfall drainage systems
- Utility relocation costs
- Wetlands mitigation (if required)

The selected design consultant's task is to determine the most cost effective solution for each project based on the actual site conditions. After all problem areas have been properly identified, typical roadway section(s) are developed to minimize drainage problems (including related off-site drainage areas) and maintenance costs. The design consultant prepares an *"Estimated Construction Cost"* report/document based on the project's approved typical section. Each project's "estimated construction cost" is determined by the design consultant's quantity estimate for the project as summarized in the "Preliminary Engineering Report." Actual site conditions for a project vary extensively. Therefore, the information provided is intended only as a guide in estimating MSBU roadway improvement project costs.

Water & Sewer Improvements

MSBU Construction Cost Matrix

Actual site conditions for projects vary extensively. The information on the chart below is intended only as a **guide** to assess the **potential** cost of MSBU water and sewer improvements. This guide is based on past construction cost data and **may not reflect current** market conditions.

Pipe Size

Linear Feet	4-Inch	6-Inch	8-Inch	10-Inch	12-Inch
1,000	\$36,000	\$48,000	\$64,000	\$80,000	\$72,000
3,000	\$108,000	\$144,000	\$192,000	\$240,000	\$216,000
5,000	\$180,000	\$240,000	\$320,000	\$400,000	\$360,000
7,000	\$252,000	\$336,000	\$448,000	\$560,000	\$504,000
10,000	\$360,000	\$480,000	\$640,000	\$800,000	\$720,000
Jack & Bore \$/Lft	\$200	\$225	\$250	\$275	\$300

The cost estimates shown in the table above **do not include** the following items:

- Administrative Fees
- Interest
- Permit Application Fees
- Water and Sewer Connection Fees
- Water Meter Installation Costs

The actual MSBU assessment is based on the “Opinion of Probable Cost” as determined by a licensed Professional Engineer. **This cost estimate is based on the specifics of the project and is much more accurate than the rough estimate obtained by using the MSBU Construction Cost Matrix presented here.**

Notes:

The estimated cost shown in the MSBU Matrix is for design and construction of water mains and sewer force mains. In addition, Seminole County Land Development Code requires fire hydrants to be installed every 800 feet. The MSBU construction cost estimate for fire hydrants is \$3,000.00 each.

Most areas requiring sewer service will need gravity sewer lines in addition to the sewer force main. Construction conditions for gravity sewer lines tend to vary even more than for water mains and sewer force mains. The MSBU construction cost estimate for 8-inch gravity pipe (typical size for most subdivisions) is \$80.00 per foot. **As with other lines, the engineer's "Opinion of Probable Cost" for gravity pipe will be much more accurate than the rough estimate obtained by using the MSBU Construction Cost Matrix.**

If sanitary sewer is to be constructed in an existing subdivision with paved streets, the streets may need to be reconstructed. See the Roadway MSBU Construction Cost Matrix to estimate those costs.

A sanitary sewer pumping (lift) station may be required where sewer service is requested. The MSBU Construction Cost Estimate for sewer pumping stations is \$135,000.00 each.

STATEMENT OF RATIONALE

EXAMPLE

JUSTIFICATION FOR PROPOSED CONSTRUCTION DISTRICT BOUNDARIES

Sidewalks

Only interior sidewalks providing a specific benefit (opposed to exterior sidewalks providing a general benefit) can be constructed through an MSBU.

Example: Sidewalk is to be constructed throughout the subdivision; entire platted subdivision must benefit.

Example: Sidewalk is to be constructed only on certain roads or excluding cul-de-sacs; only adjacent property owners to be assessed.

Roadways/Drainage

Example: All interior roadways for the subdivision are unpaved and are to be improved - all lots access such roads; entire platted subdivision benefits.

Water/Sewage Service

Example: All parcels with the ability to receive water/sewer service after the water/sewer lines are installed will be assessed.

This page left intentionally blank.

SAMPLE SCHEDULE

REPAYMENT FOR CONSTRUCTION MSBU_s

TOTAL ASSESSMENT	EXAMPLE INTEREST RATE	TERMS OF REPAYMENT*	ANNUAL PAYMENT
\$6,000.00	6%	10 Years	\$815.21
\$5,500.00	6%	10 Years	\$747.27
\$5,000.00	6%	10 Years	\$679.34
\$4,500.00	6%	10 Years	\$611.41
\$4,000.00	6%	10 Years	\$543.47
\$3,500.00	6%	10 Years	\$475.54
\$3,000.00	6%	10 Years	\$407.60
\$2,500.00	6%	8 Years	\$402.59
\$2,000.00	6%	6 Years	\$406.73
\$1,500.00	6%	4 Years	\$432.89
\$1,000.00	6%	3 Years	\$374.11
\$500.00	6%	2 Years	\$272.72
\$250.00	6%	2 Years	\$136.36
\$100.00	6%	1 Year	\$106.00

* Financing is limited to 10 years

Sample repayment schedule does not include Administration or Tax Collector fees.

This page left intentionally blank.

Frequently Asked Construction MSBU Questions

- **Can I pay off my assessment anytime during the payoff period?**

Yes. Call the MSBU Staff to find out what your assessment payoff amount totals.

- **Do the property owners who vote against the MSBU during the petition process get assessed?**

If the 65% petition requirement is met and the Board of County Commissioners establishes the MSBU, all property owners within the established district are assessed whether they voted in "Favor" or "Against" the MSBU.

- **If I sell my property (land) within the payoff period, how does the lien on my property get satisfied? Who pays the remainder due, the buyer or the seller?**

Seminole County Government does not require the lien to be satisfied. However, some mortgage companies may require the lien to be satisfied in order to finance or refinance the property. The payoff of the lien then becomes a negotiated factor of the sale between the buyer and the seller.

If there is a cash payment for the property, the buyer and seller may negotiate:

- buyer to assume assessment or,
- seller to pay off assessment or,
- any buyer/seller negotiated settlement.

The MSBU Staff must be notified if there is a decision for a payoff.

- **If the MSBU road, water line, sewer line or sidewalk is in need of repair after completion of the MSBU, who is responsible for those costs?**

If the MSBU is a **road paving and drainage or sidewalk MSBU**, maintenance will comply with the Seminole County Road Maintenance and Construction Policies. Many variables exist in the road maintenance policy. For specific details, please call the Seminole County Public Works Department at (407) 665-5629.

If the constructed potable water lines or sewer lines are in need of repair within two years of the completed construction, the contractor is responsible for repairs. If the constructed potable water main or sewer force main are in need of repair after the two year period from construction completion, Seminole County will provide for repairs.

- **Can I pay my annual MSBU assessment separate from my tax bill?**

No. Non-ad valorem or special assessments are collected through your annual tax bill.

- **Is the annual MSBU non-ad valorem or special assessment tax deductible?**

No. Only ad valorem (real estate) taxes are tax deductible.

DESIGNATION OF SPECIAL DISTRICT CONTACT/LIAISON INDIVIDUALS

INCLUDE A COMPLETED COPY OF THIS FORM WITH ALL MSBU APPLICATIONS

Contact person for questions/coordination during the review of the Application
for Special District:

NAME

STREET ADDRESS

CITY AND ZIP CODE

DAY PHONE NUMBER

EVENING PHONE NUMBER

Primary liaison for designation on petition and coordination during the
implementation of the Special District:

NAME

STREET ADDRESS

CITY AND ZIP CODE

DAY PHONE NUMBER

EVENING PHONE NUMBER

Backup liaison:

NAME

STREET ADDRESS

CITY AND ZIP CODE

DAY PHONE NUMBER

EVENING PHONE NUMBER

This page left intentionally blank.

ROADWAYS AND DRAINAGE- SCOPE OF SERVICES

List only the roads and/or road sections that are applicable. Be very specific. Additional copies of this form are available from the Seminole County Department of Fiscal Services/MSBU Program

ROAD UNDER CONSIDERATION ROAD NAME	CURRENTLY PAVED FROM TO	CURRENTLY UNPAVED FROM TO
ROAD UNDER CONSIDERATION ROAD NAME	CURRENTLY PAVED FROM TO	CURRENTLY UNPAVED FROM TO

Does Seminole County currently maintain these roads? ☐ Yes ☐ No

IMPROVEMENT DESIRED ☐ Paving (New or Reconstruction) ☐ Upgrade Unpaved Road(s) (No Paving)

DRAINAGE SYSTEM is currently ☐ Swales/Ditches ☐ Closed Pipes ☐ No Complete System (Overland Flow)

DRAINAGE goes to ☐ Pond

☐ Stream/River

☐ Lake

☐ Other

Describe current problems/concerns that you are hoping to resolve. Please be as specific as possible.

Are you requesting that the County participate in the improvement costs? ☐ YES ☐ NO. If your answer is yes, please state your reasons here:

This page left intentionally blank.

WATER/SEWER SERVICE- SCOPE OF SERVICES

List only the water/sewer areas and/or road sections that are applicable. Be very specific. Additional copies of this form are available from the Seminole County Department of Fiscal Services/MSBU Program.

AREA UNDER CONSIDERATION	CURRENTLY PAVED	CURRENTLY UNPAVED
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: 0.8em;">ROAD NAME</div>	FROM _____ _____ TO _____ _____	FROM _____ _____ TO _____ _____
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: 0.8em;">ROAD NAME</div>	FROM _____ _____ TO _____ _____	FROM _____ _____ TO _____ _____

Does Seminole County currently maintain these roads in the area under consideration? ☐ Yes ☐ No

IMPROVEMENT DESIRED ☐ Water Service ☐ Sewer Service ☐ Reclaimed Water

Describe current problems/concerns that you are hoping to resolve. Please be as specific as possible.

Are you requesting that the County participate in the improvement costs? ☐ YES ☐ NO. If your answer is yes, please state your reasons here:

This page left intentionally blank.

SIDEWALKS-SCOPE OF SERVICES

	DIMENSIONS	EXISTING		NEW CONSTRUCTION	LOCATION (Please be specific, listing cross streets and addresses)
		REPLACE	REPAIR		
SIDEWALKS	4' WIDE 4" DEEP	LINEAR FEET	LINEAR FEET	LINEAR FEET	
SIDEWALKS THROUGH DRIVEWAYS	4' WIDE 6" DEEP	LINEAR FEET	LINEAR FEET	LINEAR FEET	
SIDEWALKS	5' WIDE 4" DEEP	LINEAR FEET	LINEAR FEET	*	
SIDEWALKS THROUGH DRIVEWAYS	5' WIDE 6" DEEP	LINEAR FEET	LINEAR FEET	*	
CURB MODIFICATIONS (HANDICAPPED)		LINEAR FEET	LINEAR FEET	LINEAR FEET	

	DIMENSIONS	EXISTING		NEW CONSTRUCTION	LOCATION (Please be specific, listing cross streets and addresses)
		REPLACE	REPAIR		
SIDEWALKS	4' WIDE 4" DEEP	LINEAR FEET	LINEAR FEET	LINEAR FEET	
SIDEWALKS THROUGH DRIVEWAYS	4' WIDE 6" DEEP	LINEAR FEET	LINEAR FEET	LINEAR FEET	
SIDEWALKS	5' WIDE 4" DEEP	LINEAR FEET	LINEAR FEET	*	
SIDEWALKS THROUGH DRIVEWAYS	5' WIDE 6" DEEP	LINEAR FEET	LINEAR FEET	*	
CURB MODIFICATIONS (HANDICAPPED)		LINEAR FEET	LINEAR FEET	LINEAR FEET	



The need for new construction of 5' wide sidewalks is determined by the Engineering Division, Seminole County Department of Public Works, based upon County codes.

This page left intentionally blank.

AQUATIC WEED CONTROL
MSBU GUIDELINES & PROCEDURES



This page left intentionally blank.

**DETAILED PROCEDURES
AQUATIC WEED CONTROL
INCLUDES RETENTION PONDS**

PROCEDURES FOR ESTABLISHING MSBUs

BASIC STEPS OF CREATING AN MSBU

STEP	RESPONSIBILITY
I. Initial request for procedures	Property Owners
II. Application and fee submission to the Department of Fiscal Services	Property Owners
III. Application Review • Lake/Waterway Analysis	Department of Fiscal Services/ Engineering Division/Consultant
IV. Petition completion and submission	Property Owners
V. Petition acceptance and Scheduling Public Hearings	Board of County Commissioners/ Department of Fiscal Services
VI. First Public Hearing to establish the MSBU (Adoption of the Ordinance)	Board of County Commissioners
VII. Implementation	
• Bid the construction (if necessary)	Purchasing Division/ Development Review Division/ or Stormwater Management Division
• Construct the Improvements	Development Review Division/ Stormwater Management Division/ Contractor
VIII. Final Public Hearing to establish final assessments	Department of Fiscal Services/ Board of County Commissioners
ADOPTION OF RESOLUTION	Board of County Commissioners

Each of these steps is explained in further detail on the following pages.

This page left intentionally blank.

AQUATIC WEED CONTROL DISTRICTS
INCLUDES RETENTION PONDS
DETAILED PROCEDURES

ESTABLISHMENT PROCEDURES FOR AQUATIC WEED CONTROL MSBUs

STEP I.

Initial Request for MSBU Procedures

When the Department of Fiscal Services receives an inquiry or a request for information about establishing an MSBU, a copy of "***MSBU Guidelines and Procedures***" will be sent to the requester with notification to the District Commissioner. Requests should be mailed to:

Seminole County Government
Department of Fiscal Services
1101 East First Street
Sanford, FL 32771-1468

or by calling

(407) 665-7178.

The request must identify:

- the area affected (e.g., community, subdivision or street)
- the type of improvement involved (e.g., aquatic weed control)

MSBU PROCEDURES INFORMATION PROGRAM

At the property owners' request, the MSBU Staff will present a program of basic MSBU procedural information. For optimum benefit, the program should be presented to the property owners *prior* to application submission.

STEP II.

Application for establishing an MSBU District

In order to establish a district, interested homeowners must include the following in their official request for consideration:

● **Completed Scope of Services Application form and Contact/Liaison Form for the proposed lake/waterway improvements. (See Forms 1 and 5)**

- ◆ The Department of Fiscal Services encourages community participation in the development of the scope of services. Lake analysis will be the primary indicator or source of determining lake/waterway needs.

- ◆ **Describing the desired scope of services** in great detail is important as it is the key to the development of sound preliminary weed control analysis and cost estimates.
- **Copy of recorded plat or other legal depiction, section map and/or site plan (cadastral) information with:**
 - ◆ Each area of lake/waterway with weed problems drawn in. Please ensure that all areas are clearly marked.
 - ◆ Proposed boundaries for the district drawn in.
 - ◆ **Copies of recorded plats and section maps** may be obtained from the Current Planning Office, located on the first floor of the County Services Building. For additional information please call (407) 665-7441.
 - ◆ **MSBU District Boundaries** must be continuous and not split parcels or lots. Enclaves are not allowed if their purpose is to remove a lot or lots because the property owner is not in favor of the establishment of the district.
 - ◆ The district to be assessed does not necessarily include an entire subdivision if the entire subdivision does not materially benefit from the proposed improvement. All lake/waterway access parcels should be included in the district boundaries.
 - ◆ Districts may be established in unplatted residential areas where the proposed action benefits property owners in a definable geographic area.
 - ◆ Districts must contain a minimum of two distinct taxable pieces of property.
- Proposed district boundaries should be discussed with the MSBU Staff.
- Contact individual and proposed liaison names, addresses and phone numbers. See Form 1.
- \$100.00 nonrefundable application fee made payable to the Board of County Commissioners, Seminole County.

STEP III.

Application Review / Preliminary Lake/Waterway Analysis Report

Upon receipt of the application for an MSBU, a letter may be mailed to each property owner advising them of the submittal of the application and the imminent petition process. The MSBU Staff or Project Manager will conduct an informative meeting with the property owners to discuss the MSBU process at the property owners request. Notification to property owners of any **County-sponsored** meeting will be coordinated through the Department of Fiscal Services. The Department of Fiscal Services requests the opportunity to review (prior to circulation) any correspondence relating to the establishment of the district.

The Department of Fiscal Services will review the application to confirm and ensure that the information is complete. The application will be copied to appropriate departments for their review of the scope of work and plat (cadastral) information. The **Public Works Department** and the **Planning Division** will confirm the adequacy/accuracy of the scope of work description.

Preliminary Lake/Waterway Analysis is required for weed control MSBUs.

Property owners must provide for the cost of the preliminary lake/waterway analysis.

- Prior to staff proceeding with the preliminary lake/waterway analysis, the property owners must provide a fee based on lake surface area, not to exceed \$450.00, to conduct the analysis. The Department of Fiscal Services requests that the payment be accompanied by a list of the property owners contributing to the fee.

Lake Analysis Fees must be received prior to the preliminary weed control analysis and cost estimates.

Lake Analysis Fees are:

◆ Fewer than 25 acres	\$150.00
◆ 25 to 50 acres	\$250.00
◆ 50 to 75 acres	\$350.00
◆ More than 75 acres	\$450.00

- If the aquatic weed control improvements are constructed or performed, the property owners who contributed to the fee will be given credit against their assessment (share of the final total costs). If the improvements are not constructed or performed, contributions toward the cost of preliminary lake/waterway analysis will not be refunded since the lake/waterway analysis is completed.

STEP IV. Petition Submission

The Board of County Commissioners has determined that a petition may serve as an indicator of the amount of community interest for a proposed project. The petition process is not a requirement of Florida Law.

The petition, prepared by the Department of Fiscal Services, will reflect the cost for preliminary lake/waterway treatment and the cost estimates for any additional known treatments. The petition will also reflect estimated contingencies, administrative fees, interest expense during the treatment period, tax collector fees, and proposed assessments.

Financing is required in order to implement improvements. Interest expense will be included in the final assessment calculation.

The petition will be provided to the District Liaison for project initiation and submission. Property owners located out-of-state will be mailed a petition by certified mail. Any subsequent changes requiring petition approval will be coordinated through the MSBU Office.

The Department of Fiscal Services will identify a date for petition return. Based upon the time frame needed for scheduling the public hearing, 30-60 calendar days is normal.

STEP V. Petition Acceptance

The petition must be signed by at least 65% of the current property owners representing 65% of the properties within the district boundaries. Property owners not responding to the petition either "For" or "Against" will be counted in the final tally as an "Against" vote.

- **A property owner** is the individual or group of individuals that own a parcel of land.
- All current owners of a parcel or the designated trustee must sign the petition for the ownership and parcel to count towards the 65% requirements.
- Once submitted, names may not be withdrawn from the petition.

The completed petition will be reviewed for acceptability by departments as appropriate. Other departments will be consulted as appropriate.

Provided the petition is accepted, the Department of Fiscal Services will ask the Board of County Commissioners to authorize a public hearing for their consideration of the ordinance to establish the district.

Please note that once the petition is accepted and a public hearing is authorized, the petition is no longer relevant to the final determination of the Board of County Commissioners to proceed (or not) with the project. The final determination of the scope and feasibility of the project is made by the Seminole County Board of County Commissioners.

STEP VI. Public Hearing

When the proposed ordinance and all documents are in order and a public hearing date is scheduled, legal notices will be published. In addition, notification will be mailed to all property owners listed on the tax roll within the proposed district.

At the public hearing, the Board of County Commissioners may consider comments, objections, and information relevant to the creation of the district. The County Commissioners may enact or deny the ordinance. If the ordinance is enacted, appropriate Board authorization to obtain final lake/waterway improvement treatment bids and to record the Ordinance in Land Records of Seminole County will be requested.

STEP VII. Implementation

Bids (if necessary) for weed control treatments and/or construction (if necessary) will be solicited by the Purchasing Department.

Lake/waterway aquatic weed control treatment/s are conducted. Property owners are responsible for the cost of all associated services.

Through the Department of Fiscal Services, the:

- District Liaison is advised of pre-qualified contractor list (if necessary)
- District Liaison is copied on bid (as necessary)
- If recalculated project cost, using information derived from lake/waterway analysis or the lowest responsive bid amount, would represent an increase of **20% or more** than the approved amount, an additional petition process will be conducted and an additional public hearing is held. Notice of this public hearing will be published and notification mailed to all property owners.

- District Liaison is consulted for award recommendation (if necessary)
 - ◆ Award must be in conformance with Chapter 220 of the Seminole County Code.
 - ◆ Bid is awarded (if necessary) by the Board of County Commissioners.
- District Liaison is notified by the Department of Fiscal Services.

After awarding the bid, a work order (as necessary) will be issued to the contractor and improvements/treatments and/or construction will begin.

STEP VIII. Final Public Hearing

After construction and/or lake/waterway treatment is complete, all costs relating to the project will be compiled by the Department of Fiscal Services. The Board will be requested to schedule a Final Public Hearing to adopt a resolution or amending ordinance. The Public Hearing will be advertised and notification mailed to all property owners listed on the tax roll within the district.

If adopted, the Resolution or Amending Ordinance will be recorded in Seminole County Land Records.

Annual Assessments are collected through the Tax Collector of Seminole County in the same manner as all other County taxes. In subsequent years, no maximum applies to assessment increases which are due to economic conditions, including interest rate changes associated with commercial financing.

SEMINOLE COUNTY LAKES

Lake Name	Section	Township	Range	Acres	Access	City	District
ADA	11	20	30	39	Private	Sanford	5
ADELAIDE	13	21	29	23	Private	Altamonte Springs	4
ALMA	30	20	30	20	Private		2
AMORY	3	20	30	7	Private		5
ANN	27	21	30	14	Private		4
ANNETTE	9	21	30	1	Private	Casselberry	1
BANANA	1	20	29	18	Private	Unincorporated Seminole County	5
BASS	22	21	32	5	Private		1
BATH	22	21	31	14	Private		1
BEAR	19	21	29	310	Private	Unincorporated Seminole County	3
BEAR GULLY	36	21	30	138	Private	Unincorporated Seminole County	1
BEL AIR	3	20	30	34			5
BINGHAM	7	20	30	17		Lake Mary	2
BOAT	38	20	30	10			2
BORDER	7	21	29	19			3
BRANTLEY	4	21	29	269	Private		3
BUCK	28	20	32	158	Public		5
BURKETTE	36	21	30	74			1
CATHERINE	21	21	32	14			1
CECILE	9	21	30	6		Casselberry	1
CHARM	10	21	31	19		Oviedo	5
CLEAR	10	21	30	7			1
COCKRAN	20	20	32				5
COMO	5	20	30	56		Lake Mary	2
CONCORD	8	21	30	20		Casselberry	4
CRANE'S ROOST	11	21	29			Altamonte Springs	4
CRYSTAL	9	20	30	351		Lake Mary	5
CRYSTAL BOWL	16	21	30	7		Casselberry	1
CUB	20	21	29	14			4
DAWSON	5	20	30	23		Lake Mary	2
DEFOREST	3	20	30	1040			5
DEEKS	26	21	30	5			1
DEEP	31	21	31	43			1
DESTINY	23	21	29	28		Altamonte Springs	4
DEWDROP	15	21	30	8		Casselberry	1
DON	27	19	29	2			5
DUCKPOND	10	21	30	1		Casselberry	1
EAST	32	20	30	7		Longwood	2
ELAINE	7	21	30				4
ELLEN	8	21	30	7		Casselberry	4
EMILY	9	21	30	5		Casselberry	1
EMMA	7	20	30	49		Lake Mary	2
EVA	20	21	32	22			1
EVERGREEN	5	21	30	2		Longwood	2
FAIRY	5	21	30	50		Longwood	2
FAITH	24	21	29	34			4
FERN	37	20	30	3			2

Lake Name	Section	Township	Range	Acres	Access	City	District
FLORENCE	26	21	30	2863			1
FLORIDA	12	21	29	24		Altamonte Springs	4
FOREST	17	21	29	5			3
GARDEN	26	21	30	22			1
GARY	27	19	29	4			5
GEM	22	21	31	9			1
GENE	4	21	29				3
GENEVA	15	20	32	29			5
GEOFFREY	20	20	30	3			2
GOLDEN	8	20	31	45			5
GOLF COURSE LAKE	12	20	29				5
GORE	22	21	32	30			1
GRACE	25	20	29	32			2
GRASSY	17	21	30	8		Casselberry	4
GRIFFIN	8	21	30	10		Casselberry	4
HARNEY	14	20	32	6058	Public		5
HARRIET	16	21	29	6			3
HARTS	15	20	32	15			5
HAYES	27	21	31	12			1
HIDDEN	11	20	30	10		Sanford	5
HODGE	4	21	30	16		Casselberry	2
HOPE	24	21	29	36			4
HORSESHOE	29	21	32	95	Public		1
HOWARD	27	19	29	3			5
HOWELL	27	19	29	406	Private		5
IRENE	4	21	30	14			2
IRISH	36	19	29	71			5
ISLAND	1	20	29	53			5
ISLAND	1	21	29			Longwood	4
ISLAND POND	29	20	32	7228			5
JANE	5	21	30	1		Longwood	2
JENNIE	1	20	30	22		Sanford	2
JESUP	28	20	31	1001 1	Public		5
KATHRYN	8	21	30	76			2
LAKE OF THE WOODS	19	21	30	76			4
LE FILS SLOUGH	28	19	32	75			5
LINDEN	14	20	29	15			5
LITTLE BEAR	19	21	29	28			3
LITTLE CRYSTAL	3	20	30				5
LITTLE LAKE GEORGIA	31	21	31	1259			1
LITTLE LAKE MARY	15	20	30			Lake Mary	2
LITTLE WILDMERE	5	21	30			Longwood	2
LOCH LOWE	10	20	30	33		Sanford	5
LONG	14	21	31	69		Oviedo	1

Lake Name	Section	Township	Range	Acres	Access	City	District
LOST	9	21	30	11		Casselberry	1
LOTUS	21	21	29	115		Altmonte Springs	3
LOTUS	8	21	30	3		Casselberry	4
LUCERNE	33	20	30	3			2
MALTBIE	18	21	30	3			4
MARIA	10	21	30	3		Casselberry	1
MARIETTA	7	20	29	77			5
MARION	12	21	29	13			4
MARKHAM	27	19	29	70			5
MARY	15	20	30	158		Lake Mary	2
MILLS	28	21	32	232	Public		1
MINNIE	14	20	30	2			2
MIRANDA	22	19	29	4			5
MIRROR	17	21	29	34			3
MOBILE	7	21	30	23		Longwood	4
MONROE	22	19	30	9406	Public		5
MUD	36	20	29			Longwood	2
MULLET	33	19	32	631	Public		5
MYRTLE	25	20	29	65			2
NIXON	17	21	32	16			1
NORTH	14	21	29			Altamonte Springs	4
ONORO	7	20	31	7			5
ORANGE	32	20	30	1		Longwood	2
ORIENTA	24	21	29	129		Altamonte Springs	4
PEARL	16	21	29	29		Altamonte Springs	4
PEARL	18	21	30	14		Altamonte Springs	4
PEARL	35	19	29	4			5
PHYLLIS	7	21	30				4
PICKETT	34	21	29	742		Interlocal Agreement	1
PINE	32	19	30	2			5
PLAZA POOL	8	21	30	3		Casselberry	4
POT	18	21	30			Altamonte Springs	4
PRAIRIE	18	21	30	124		Altamonte Springs	4
PROCTOR (LOWER)	22	20	32	0			5
PROCTOR (UPPER)	22	20	32	74			5
PUZZLE	9	21	33	1300			1
QUAIL POND	8	21	30	3		Casselberry	4
QUEENS MIRROR	16	21	30	12		Casselberry	1
RED BUG	23	21	30	28			1
RESERVOIR	2	20	30	18		Sanford	5
RICE	14	20	30	45			5
ROCK	36	20	29	19		Longwood	2
ROGERS	22	21	31	4		Ovideo	1

Lake Name	Section	Township	Range	Acres	Access	City	District
ROUND	11	21	31	12			1
RUTH	29	20	30	10			2
SAND (WEKIVA)	7	21	29	42			3
SAWYER	1	20	29	17			5
SEARCY	31	20	30	11		Longwood	2
SECRET	8	21	30	5		Casselberry	4
SEMINARY	19	21	30	55			4
SEMINOLE	6	21	30				2
SILVER	7	20	31	33		Sanford	5
SPRING	22	21	29	87			4
SPRINGWOOD	23	21	29			Altamonte Springs	4
STEN	31	19	30	9			5
SYLVAN	26	19	29	186			5
TALMO	33	20	30	4			2
TILLIE	21	21	29				3
TONY	11	21	30	22			1
TRIPLETT	8	21	30	106		Casselberry	1
TROUT	21	21	29	17		Altamonte Springs	3
TROUT	31	19	30	2			5
TROUT	8	21	30	15		Casselberry	4
TRUES	31	19	30	2			5
TUSKAWILLA	14	21	30	99			1
TWIN (SANFORD EAST)	32	19	30	52			5
TWIN (SANFORD WEST)	32	19	30	0			5
TWIN (WINSOR)	36	20	29	5		Longwood	2
TWIN, (OVIDEO)	32	20	32	25			5
WAYMAN	32	20	30	2		Longwood	2
WEKIVA (SAND)	7	21	29	42			3
WEST	31	20	30	25		Longwood	2
WEST CRYSTAL	8	20	30	27		Lake Mary	2
WILDMERE	5	21	30	33		Longwood	2
WINSOR	36	20	29	5			2
YANKEE	23	19	29	49			5
YVONNA	9	21	30	0			1
YVONNE	9	21	30	6		Casselberry	1
HOWELL BRANCH CREEK	28	21	30			Interlocal Agreement	4

HOWELL BRANCH CREEK combines with Lake Waumpi in Orange County & feeds into Lake Howell.

Frequently Asked Aquatic Weed Control MSBU Questions

- **How much does the maintenance assessment change annually?**

The annual assessment changes depending on the needs of the lake or waterway. If the assessment increases more than 20% over the highest assessment incurred by the district, all affected property owners will be notified in writing of such change.

- **Since there is a lien on my property (land) how is the lien satisfied for maintenance MSBUs?**

Aquatic weed control maintenance MSBU liens are satisfied annually when the property owner pays their taxes.

- **When are the annual needs of the lake or waterway determined?**

Each aquatic weed control MSBU is different and is dependent on previous lake or waterway treatment. The MSBU Staff and the Project Manager annually discuss the treatment needs and arrive at a maintenance assessment for the next tax year.

- **When are the property owners in a maintenance district notified of the next year's assessment?**

In August the Department of Fiscal Services mails "Non-Ad Valorem Assessment Notices" to all property owners in unincorporated Seminole County who have a special or non-ad valorem assessment.

This page left intentionally blank.

DESIGNATION OF SPECIAL DISTRICT CONTACT/LIAISON INDIVIDUALS

INCLUDE A COMPLETED COPY OF THIS FORM WITH ALL MSBU APPLICATIONS

Contact person for questions/coordination during the review of the Application
for Special District:

NAME

STREET ADDRESS

CITY AND ZIP CODE

DAY PHONE NUMBER

EVENING PHONE NUMBER

Primary liaison for designation on petition and coordination during the
implementation of the Special District:

NAME

STREET ADDRESS

CITY AND ZIP CODE

DAY PHONE NUMBER

EVENING PHONE NUMBER

Backup liaison:

NAME

STREET ADDRESS

CITY AND ZIP CODE

DAY PHONE NUMBER

EVENING PHONE NUMBER

Form 1

This page left intentionally blank.

AQUATIC WEED CONTROL APPLICATION

(Includes Retention Ponds)

THIS APPLICATION IS FOR THE IMPROVEMENT OF A ☐ LAKE ☐ WATERWAY ☐ RETENTION POND

NAME OF LAKE OR WATERWAY _____

COUNTY OR COUNTIES INVOLVED _____

GENERAL DESCRIPTION OF THE LOCATION _____

SCOPE OF SERVICES _____

Approximate number of property owners who would
benefit from the proposed improvement _____

Please check the improvement(s) you are requesting

☐

**Chemical Treatment
For Weed Control**

☐

Fish Barrier

☐

**Grass Eating
Carp**

☐

Other

Rationale for MSBU request (Please be specific) _____

Please describe the present condition of the lake/waterway (Please be specific)

Name(s) of subdivision(s) (if there are any) adjacent to the lake or waterway

PLEASE INCLUDE A COMPLETED CONTACT/LIAISON FORM WITH THIS APPLICATION

Form 5

This page left intentionally blank.

STREET LIGHTING PROCEDURES

MSBU GUIDELINES & PROCEDURES



This page left intentionally blank.

DETAILED PROCEDURES STREET LIGHTING DISTRICTS

PROCEDURES FOR ESTABLISHING MSBUs

THE BASIC STEPS OF CREATING A STREET LIGHTING MSBU:

STEP	RESPONSIBILITY
I. Initial request for procedures	Property Owners
II. Application and fee submission to the Department of Fiscal Services	Property Owners
III. Petition completion and submission	Property Owners
IV. Petition acceptance and Scheduling Public Hearing(s)	Board of County Commissioners/ Department of Fiscal Services
V. Public Hearing to establish the MSBU (Adoption of the Consolidated Street Lighting Ordinance)	Board of County Commissioners
Street lighting construction districts are established through the MSBU construction process.	
VI. Implementation	
● Power Company agreements	● Florida Power Corporation and/or Florida Power and Light
● Review Agreements	● Department of Fiscal Services
● Execute agreements	● Board of County Commissioners

Each of these steps is explained further on the following pages.

This page left intentionally blank.

STREET LIGHTING DISTRICTS DETAILED PROCEDURES

STEP I.

Initial Request for Streetlighting MSBU Procedures

When the Department of Fiscal Services receives a request for the procedures to establish an MSBU, a copy of the "***MSBU Guidelines and Procedures***" will be sent to the requester with notification to the District Commissioner. Requests should be made by writing:

Seminole County Government
Department of Fiscal Services
1101 East First Street
Sanford, FL 32771-1468

or by calling

(407) 665-7178.

The request must identify:

- the area affected (e.g., community, subdivision or street)
- the type of improvement involved (e.g., street lighting)

Please note that property to be improved must be dedicated to the public.

* * * * *

STEP II.

IIA. Application for a New Street Lighting District

Application can be made by interested property owners or developers for the establishment of a new street lighting district, or for major changes or additions to an existing street lighting district.

In order to proceed with establishing a new district, interested property owners or developers must submit the following:

- \$100 non refundable application fee (per street lighting district) made payable to the Board of County Commissioners, Seminole County. This requirement is waived for governmental entities when service is requested for community safety purposes.
- Proposed District Liaison's names, addresses and phone numbers (Form 1) and Street Lighting Application (Form 6).

- The proposed district is not required to include an entire subdivision if the entire subdivision does not materially benefit from the proposed improvement.
- Districts must contain a minimum of two distinct taxable (or platted) pieces of property.
- Boundaries must be continuous and not split parcels or lots. Enclaves are not allowed if the reason is to remove a lot or lots because the property owner is not in favor of establishment of the district.

Copies of recorded plats and section maps may be obtained from the Current Planning Division, County Services Building, 1101 East First Street, Sanford, Florida. Please call 407-665-7441 for additional information.

Please Note: Seminole County has elected to lease Street Lighting equipment from franchised power companies. Lights are installed and maintained by the power companies on public property or with rights to an easement for private property. Power company engineers design subdivision lighting plans, in accordance with Illuminating Engineering Standards (IES), to produce sufficient illumination on the streets of neighborhoods to assist with nighttime safety. Upgrades/modifications to the equipment to improve a system can be requested at any time. However, reductions in the number of lights and relocations of pole placement that compromise system efficiency are not recommended by Seminole County.

Submission of applications for new districts are accepted through August 1 to be effective after October 1 of the following year, or as soon as possible thereafter.

IIB. Changing An Existing Street Lighting District

Contact the Department of Fiscal Services when requesting changes or additions to an existing street lighting district. The district liaison is authorized to request minor changes that may be needed over time. Minor changes are defined as those which do not increase assessments to the next assessment level, and can be implemented immediately.

If the cost of the requested change increases assessments in excess of the above limitations, the affected property owners must approve implementation by petition with 55% property owner approval (see petition submission/acceptance for detailed requirements).

Submission of requests for changes, additions, or deletions in equipment that impacts the assessment level are accepted through March 1 to be effective October 1 of the same year, or as soon as possible thereafter.

STEP III. Petition Submission

The Board of County Commissioners has determined that a petition may serve as an indicator of the amount of community interest in a proposed project. The petition process is not a requirement of Florida Law.

The Department of Fiscal Services will prepare a petition which will detail the proposed street lighting equipment and various charges included in calculating the assessments.

Street Lighting assessments will include:

- **Installation Costs (if applicable)**
- **One (1) year's utility energy usage costs**
- **Rental and maintenance of lights and poles**
- **½% Tax Collector Commission**
- **Administration Fee**
- **Reserve For Contingency**

The power company identifies applicable installation and monthly operating costs for the equipment.

Installation/Construction Costs may be paid by property owners at the time of establishment of the district, on their first year's assessment (after the establishment of the district), or through the creation of a construction MSBU. This option is not available to a developer/builder. Installation costs for new developments must be paid prior to project implementation.

The **Operating Costs** (rental and maintenance) for the Street Lighting MSBU are **paid equally** by the property owners within each district, on a **per lot basis**. The districts are grouped by expenditure ranges called "Levels." Each Level references an assessment amount applicable to the districts within the specified expenditure range. The assessment amount is charged to the property owners of the district on their annual tax bill.

The petition will be submitted to the **District liaison**. The District Liaison is authorized to coordinate petition completion and submission for newly proposed districts. All other requests requiring petition approval (including dissolution) are coordinated through the MSBU Office.

If a **Developer** owns 100% of the property to be included in a street lighting district, the petition process is not necessary. Requests for establishment of the street lighting district can be in the form of a letter and submitted with the application fee.

STEP IV. Petition Acceptance

In order for the petition to be accepted it must be signed approved by at least 55% of the current property owners, representing 55% of properties within the district boundaries. Property owners not responding to the petition either "For" or "Against" will be counted in the final tally as an "Against" vote.

- **A property owner** is the individual or group of individuals that own a parcel of land.
- In determining **eligible signatures** of property owners, all of the current owners of a parcel or the designated trustee must sign the petition for the ownership and parcel to count towards the 55% requirement.
- Once submitted, names may not be withdrawn from the petition.

The Department of Fiscal Services will review the completed petition for acceptability, consulting other County departments as appropriate and necessary.

When the petition requirement is met, the Department of Fiscal Services will request that the Board of County Commissioners schedule a public hearing for consideration of the ordinance to establish the district (or revisions to the ordinance for an existing district to incorporate the changes).

Once the petition is accepted and a public hearing is authorized, the petition is no longer relevant to the final determination by the Board of County Commissioners to proceed (or not proceed) with the project. The final determination of the scope and feasibility of a project will be determined by the Board of County Commissioners.

STEP V.
Public Hearing

When the proposed ordinance and all documents are in order and a public hearing date is scheduled, legal notices will be published. Additionally, notification will be mailed to all property owners within the proposed district.

A **“Consolidated Street Lighting Ordinance”**, and if applicable, an **“MSBU District Ordinance”** will be adopted during the scheduled Public Hearing.

- **Consolidated Street Lighting Ordinance**

This ordinance encompasses previously established districts and the newly proposed districts.

Although some districts, established prior to the implementation of the Street Lighting Program, exist as individual MSBU districts, ultimately they will be included in the Consolidated Street Lighting Ordinance for program consistency. MSBU districts with maintenance clauses will also be included in the consolidated ordinance as the life span of the existing equipment deteriorates.

- **MSBU District Ordinance**

The MSBU construction process is used for districts needing to finance installation costs over a period of time (see the MSBU Construction District procedures for details). However, a district will also be established for operating costs under the Consolidated Street Lighting Ordinance.

During the public hearing, the Board of County Commissioners may consider comments, objections, and information relevant to the creation of the district. The County Commissioners will adopt or deny the ordinance. If the ordinance, including the assessment levels is adopted, it will be recorded in Seminole County Land Records and with the Florida Department, Secretary of State.

Annual Assessments are collected through the Tax Collector of Seminole County in the same manner as all other County Taxes.

STEP VI.
Implementation

Following the adoption of the ordinance, the power company will be advised to prepare agreements specifying the number and type of poles and lights to be installed, or that are already installed, in each district and return this information to the Department of Fiscal Services.

The Department of Fiscal Services and the County Attorney's Office will review the agreements for accuracy. When the review has been completed the Department of Fiscal Services will request the Board of County Commissioners' approval for agreement execution.

Upon the execution of the agreements by the Board of County Commissioners, the power company can begin the installation of the lights and poles to be put in service by October 1st or as soon as possible thereafter.

Frequently Asked Street Lighting MSBU Questions

- **The street light in front of my house is out. How do I get it replaced?**

The local power companies own and maintain the lights. Seminole County rents the lights and poles from them. Please call your power company to report the outage. When you call, please provide the address of the pole location along with the pole number which is located on the pole. Florida Power & Light Corporation phone number is (800) 226-3545, and Florida Power Corporation is (407) 629-1010.

- **I would like to have street lights in my neighborhood. What do I need to do?**

Contact the Seminole County Department of Fiscal Services. The Department of Fiscal Services will send you the MSBU Guidelines and Procedures. Once you receive them, review the procedures for creating a street lighting district. Call the MSBU Program at (407) 665-7178, for further details and information.

- **Can I add a light to my existing street lighting district?**

Yes, the Department of Fiscal Services will do a cost analysis to determine if adding a light will affect your current street lighting assessment level. If the costs affect your street lighting assessment level, the petition process will be necessary.

- **We are interested in upgrading the type of streetlight in our community. How do we get our streetlights upgraded to a more decorative pole and/or increase the lumination?**

The Department of Fiscal Services will do a cost analysis to determine if upgrading the light fixtures and/or poles will affect your current street lighting level. If the upgrade affects your street lighting assessment level, the petition process will be necessary.

This page left intentionally blank.

DESIGNATION OF SPECIAL DISTRICT CONTACT/LIAISON INDIVIDUALS

INCLUDE A COMPLETED COPY OF THIS FORM WITH ALL MSBU APPLICATIONS

Contact person for questions/coordination during the review of the Application for Special District:

NAME

STREET ADDRESS

CITY AND ZIP CODE

DAY PHONE NUMBER

EVENING PHONE NUMBER

Primary liaison for designation on petition and coordination during the implementation of the Special District:

NAME

STREET ADDRESS

CITY AND ZIP CODE

DAY PHONE NUMBER

EVENING PHONE NUMBER

Backup liaison:

NAME

STREET ADDRESS

CITY AND ZIP CODE

DAY PHONE NUMBER

EVENING PHONE NUMBER

Form 1

This page left intentionally blank.

APPLICATION TO CREATE A STREET LIGHT TAXING DISTRICT

**NAME OF
PROPOSED
DISTRICT**

IF PROPOSED DISTRICT IS AN ENTIRE SUBDIVISION, USE NAME AS IT APPEARS ON THE RECORDED PLAT

THE APPLICANT IS

- ☐ DEVELOPER/BUILDER or PROPERTY OWNERS
or
☐ PROPERTY MANAGEMENT COMPANY OR
HOMEOWNERS ASSOCIATION

NAME

ADDRESS

TELEPHONE

THE APPLICANT

- ☐ IS SOLE OWNER OF ALL LAND IN THE PROPOSED DISTRICT
☐ REPRESENTS INDIVIDUAL OWNERS IN THE PROPOSED DISTRICT *

* A petition is required if there is more than one property owner. Contact the
Department of Fiscal Services/MSBU Program for assistance. Telephone (407)
665-7178.

THE PROPOSED STREET LIGHTING DISTRICT IS

- ☐ PLATTED IN PLAT BOOK NO. _____ PAGE NO. _____
☐ PART OF A SUBDIVIDED (PLATTED) AREA: Plat Book No. _____ Page No. _____
(Provide a copy of the plat with the proposed district outlined.)
☐ NOT PLATTED
(Provide a metes and bounds legal description **OR** Parcel Identification Number(s) **OR**
a Seminole County section map with the proposed district outlined.)

STREET LIGHTS

- ☐ HAVE BEEN INSTALLED. POWER COMPANY ACCOUNT NO. _____
☐ WILL BE INSTALLED ON _____ BY _____
☐ AT THIS TIME THERE ARE NO PLANS FOR INSTALLATION. THIS IS OUR/MY
INITIAL APPLICATION.

POWER COMPANY REPRESENTATIVE

NAME

TELEPHONE

SUBMIT THIS APPLICATION TOGETHER WITH YOUR \$100 NON-REFUNDABLE APPLICATION FEE TO:

Department of Fiscal Services/MSBU Program, 1101 East First St, Sanford FL 32771.

Form 6

This page left intentionally blank.

SOLID WASTE

MSBU GUIDELINES & PROCEDURES

UNINCORPORATED SEMINOLE COUNTY



This page left intentionally blank.

UNINCORPORATED SEMINOLE COUNTY SOLID WASTE MSBU

STATUTORY AUTHORITY: Chapter 125.01(q), Florida Statutes

The unincorporated Seminole County Solid Waste MSBU was enacted by Ordinance 94-7 on May 10, 1994, along with the associated solid waste franchise agreements. Solid Waste MSBU service became effective January 1, 1995. The following identifies weekly base service and optional service selections available to residential property owners in unincorporated Seminole County.

Base	-	2 garbage, 1 recycle, 1 yard waste
Option 2	-	2 garbage, 1 recycle
Option 3	-	1 garbage, 1 recycle, 1 yard waste
Option 4	-	1 garbage, 1 recycle

Residential property owners in unincorporated Seminole County may request an upgrade in service at any time. Decreases are updated annually, effective the following service year commencing January 1. Property owners not requesting quarterly payments are automatically billed for their solid waste collection and disposal services on their annual tax bill.

NOTE: Garbage billing is always paid in advance.

EXEMPTIONS FROM SOLID WASTE MSBU FEES

There are four exemptions available for the *collection portion* of the Solid Waste Collection and Disposal MSBU:

1. **Low income exemption (collection only)** For property owners at or below 150% of the Federal Poverty Income Guidelines.
2. **Property with no or limited access to the public right-of-way.** Residential property owners more than 300 feet from the road may apply under this exemption option.
3. **Commercial and residential combined use property.** Place of residence and business are located on the same parcel. Property owner must have a current Seminole County Occupational License and subscribe to a commercial garbage service.
4. **Agricultural zoned property of one (1) acre or more.**

Residential property owners in unincorporated Seminole County may file for an exemption at any time throughout the year. If granted it becomes effective immediately and will be in effect for the next calendar year's service.

Unincorporated Seminole County residential property owners who are granted an exemption are required to pay a disposal fee and must dispose of their garbage at either of the sites below at no additional charge.

CENTRAL TRANSFER STATION
1634 SR 419
Longwood, FL 32750

OSCEOLA LANDFILL
1930 Osceola Road
Geneva, FL 32732

Information No. (407) 665-2260

Information No. (407) 665-2260

Property owners who file for an exemption under Low Income or Commercial and Residential Combined Use Property are required to renew their application annually and are notified by mail regarding renewal.

ANNUAL NON-AD VALOREM NOTICES

Non-ad valorem (special assessments) notices are mailed annually to all residential property owners in unincorporated Seminole County notifying them of proposed assessments (to be included) on the November tax bill.

PROVIDING SERVICE TO NEW HOMES

Builders and/or individuals issued building permits for new residential homes/mobile homes in unincorporated Seminole County pay a Solid Waste fee at the time of permit issuance. These fees are based on current solid waste collection and disposal rates for 2 garbage pick-ups per week (unlimited), 1 recycle pick-up per week (unlimited) and 1 yard waste pick-up per week (10 bag/can limit).

Haulers are provided weekly updates of Certificates of Occupancy (Cos) issued for new homes/mobile homes. Additionally, weekly updates on approved exemptions and billing unit changes are provided to the haulers.

CUSTOMER INFORMATION AND CONCERNS

Customers concerns regarding haulers, service problems, days of service and recycling are handled through the Seminole County Solid Waste Division at (407) 665-2260.

Information about special assessments, exemptions, change of service and billing units are handled through the Department of Fiscal Services / MSBU Program at (407) 665-7178.

IV. MSBU DISSOLUTION PROCESS

MSBU GUIDELINES & PROCEDURES



This page left intentionally blank.

DETAILED PROCEDURES

DISSOLUTION PROCESS FOR MSBUs

Upon written request, the County will provide guidelines for dissolving an MSBU District. (A district can only be dissolved after having first been created by ordinance at a public hearing.)

Steps to take in requesting dissolution of a MSBU District are:

1. Submission of an **application** to dissolve the district and a \$100.00 application fee
2. Submission of a **petition*** including the outstanding financial obligations and credits of the district

***Petition for Dissolution of a Street Lighting District**

The petition must be signed by at least 55% of the current property owners representing 55% of the properties within the district boundaries. The dissolution petition process remains the same as the initial petition process in establishing an MSBU. The petition process is coordinated by the Department of Fiscal Services. (See Street Lighting; Steps III, IV, V)

***Petition for Dissolution of All Other MSBU Districts**

The petition must be signed by at least 65% of the current property owners representing 65% of the properties within the district boundaries. The dissolution petition process remains the same as the initial petition process in establishing an MSBU. The petition process is coordinated by the Department of Fiscal Services. (See Construction Districts; Steps IV, V, VI)

A Public Hearing will be held by the Board of County Commissioners to establish final assessments.

This page left intentionally blank.

V. EXCEPTIONS TO THE GUIDELINES

MSBU GUIDELINES & PROCEDURES



This page left intentionally blank.

DETAILED PROCEDURES

EXCEPTIONS TO THE GUIDELINES

The Board of County Commissioners may address exceptions to any of the guidelines on a case-by-case basis. The Board of County Commissioners may establish an MSBU without 55% or 65% property owner approval (Chapter 125.01(q) 1 of Florida Statutes).

QUESTIONS ?

Please contact the Department of Fiscal Services/MSBU Program, (407) 665-7178.

NOTE: Detailed Procedures (in this manual) for each type of MSBU District should be consulted for more specific information concerning requirements and procedures.

This page left intentionally blank.

VI. GLOSSARY

MSBU GUIDELINES & PROCEDURES



This page left intentionally blank.

MSBU GLOSSARY

ADMINISTRATIVE FEE	The reimbursement of costs including, but not limited to, costs associated with personnel, forms, supplies, data processing, computer equipment, postage, pro rata insurance premiums, and programming.
BID	The offer to perform a contract for work and labor or supplying materials or goods at a specified price. Usually more than one bid is sought for any contract.
BOARD OF COUNTY COMMISSIONERS	The governing body of the County composed of five members serving staggered terms of four years. There is one Commissioner for each of the five County Commission districts, and elections occur on a county-wide basis.
CADASTRAL	Pertaining to a public record, survey, or map of the value, extent, and ownership of land as a basis of taxation.
CONSOLIDATED STREET LIGHTING ORDINANCE	The article to rectify and amend the consolidated street lighting districts within specified areas of the unincorporated territories of Seminole County.
CONTRACTOR	One who contracts to do work for another to procure the services, or furnishes same to accomplish the desired result.
CULVERT	A drain pipe or masonry structure under a road or embankment.
DISTRICT	The territorial areas into which a county is divided for judicial, political, electoral, or administrative purposes.
DISTRICT BOUNDARY	The outline of a geographical area.
DRAINAGE	Conveying water from one place to another to dry the former and prevent water from accumulating.
EASEMENT	A limited right of use over the property of another, such as any strip of land legally dedicated or conveyed for public or other private utilities, drainage, sanitation, or other specified uses having limitations, the title to which shall remain in the name of the property owner, subject to the right of use designated in the reservation of servitude.
FINAL ENGINEERING REPORT	A written report prepared by a licensed engineer describing the project background, findings, assumptions, permit recommendations, and probable costs to complete a specific MSBU project.
HERBICIDE (AQUATIC)	A selective weed killer that is not injurious to crop plants
INTEREST EARNINGS	Interest earned on revenues.
INTEREST EXPENSE	Interest charged on funds that are borrowed.

LIAISON	A designated individual within a district who establishes communication (between the district and the County) and communicates a mutual understanding.
LIEN	A claim or charge on property of another for payment of some debt, obligation, or duty.
LINEAR FOOT	A measurement equal to twelve inches.
MUNICIPAL SERVICE BENEFIT UNIT-MSBU	A special assessment district authorized by Florida Statute 125.01 to provide for improvements and/or services to a specifically defined area of the County and financed by a special assessment on only those citizens receiving the benefits of those improvements of services.
MUNICIPALITY	A political unit usually having powers of self government. There are seven incorporated cities (municipalities) in Seminole County: Altamonte Springs, Casselberry, Lake Mary, Longwood, Oviedo, Sanford, and Winter Springs.
NON-AD VALOREM ASSESSMENT	The assessments which are not based upon mileage and which can become a lien against a homestead.
ORDINANCE	A formal legislative enactment by the governing board of a municipality or other political subdivision.
PETITION	A formal written request addressed to a governmental authority, or a form on which signatures are collected to demonstrate support of a project.
PLATTED	A map of a specific area of land usually a subdivision, that is mapped by a licensed surveyor showing lot and other boundary lines.
PRELIMINARY ENGINEERING REPORT	A written report prepared by a licensed engineer describing the anticipated conditions, requirements, methods, permits, and estimated costs to be addressed to complete a specific project.
PRIVATE ROAD	A traveled route belonging to private individuals.
PROJECT MANAGER	A person whose responsibilities include managing the activities, resources, and scheduling of a project.
PUBLIC HEARING	A public meeting of the Board of County Commissioners.
PUBLIC/PRIVATE LAKE OR WATERWAY	A body of water as defined in Florida Statutes 253.12.
PUBLIC ROAD	A traveled route used by the general public.
RECLAIMED WATER	Domestic Waste Water, made suitable for direct or controlled use through treatment.

RECORDED PLAT	A map of a specific area of land usually a subdivision, that is mapped by a licensed surveyor showing lot and other boundary lines and recorded in public land records by the Clerk of Court.
RESERVE	A specified amount of funds set aside for the purpose of meeting future or unanticipated expenses. (Expenditure of reserve funds requires approval of the Board of County Commissioners.)
RESERVE FOR CONTINGENCY	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise provided for in the budget.
RESOLUTION	A special or temporary order of a legislative body with less legal formality than an ordinance or statute. Resolutions applying to MSBUs identify final MSBU district boundaries and special assessments.
RETENTION POND	A storm water treatment facility designed and constructed by specific design to retain volumes of storm water for a defined basin area.
RIGHT OF WAY	Land dedicated, deeded, used or to be used, for a street, alley, walkway, boulevard, public utilities, drainage facility, access for ingress and egress, or other purpose by the public, certain designated individuals, or governing bodies.
SATISFACTION OF LIEN	The fulfillment of an obligation, debt, or duty that releases the claim or charge that is held on property.
SCOPE OF SERVICE/WORK	The required work effort, divided into tasks, to complete a specific project. The specific set of improvement requested.
SEWER LINE	The connections used to transport water-carried wastes from residences, business buildings, institutions, industrial establishments, any and all other customers facilities.
SWALE	A depression lower than the surrounding area used to intercept storm water from a roadway or adjacent areas.
TAX COLLECTOR FEE	The commissions for collecting taxes assessed of, or levied by, the County.
TAX ROLL	The rolls (of Seminole County property owner) prepared by the Property Appraiser and certified to the Tax Collector for collection.
UNINCORPORATED AREA	The portion of the County which is not within the boundaries of any municipality.
UNPLATTED LAND	Land that is not located in a platted subdivision. (See Platted)
WATER LINE (Potable)	Water line or main that transmits or distributes water that (a) has been treated by a facility permitted by the Florida Department of Environmental Protection and (b) meets the requirements of the Florida Safe Drinking Water Act.

